

RFP Proposal Evaluation Criteria

1) RFP Processes Outline

The "Evaluation Plan" for this RFP is composed of the following:

- Evaluation Processes
 - a) RFP receipt process
 - b) Initial RFP screening
 - c) Evaluation team members
 - d) Vendor presentation process
- Evaluator Rating Sheet (distributed in separate document)
- RFP (distributed in separate document)

Issuance of this RFP does not guarantee that Access Health CT will award a Contract to any Responder. Access Health CT reserves the right to withdraw, re-bid, extend or otherwise modify the RFP or the related schedule and process, in any manner, solely at its discretion.

Access Health CT also reserves the right to:

- Consider any source of information in evaluating Proposals;
- Omit any planned evaluation step if, in Access Health CT's view, the step is not needed;
- At its sole discretion, reject any and all Proposals at any time; and
- Open Contract discussions with the second highest scoring Responder, if Access Health CT is unable to reach an agreement on Contract terms with the highest scoring Responder.

2) RFP Receipt Process

Below please find a schedule of key dates and milestones for this RFP process. These dates are subject to change at Access Health CT's discretion.

Activity	Date
RFP Issued (open for 5 days)	July 21, 2014
Proposal Due Date	July 25, 2014
Oral Presentations for RFP finalists	July 28-31, 2014
Vendor Selection	August 1, 2014



Connecticut's Official Health Insurance Marketplace

All RFP submissions must adhere to the following requirements and guidelines. Please note: If a firm wishes to submit a response to both RFPs, that firm must submit a separate response for each.

1. The Responder's proposal should consist of the following sections (as outlined in the RFP), in the order listed below:
 - a) Cover Letter
 - b) Table of Contents
 - c) Executive Summary
 - d) Organizational Qualifications
 - e) Approach and Methodology To Address Items Detailed In Scope of Work
 - f) Insurance and Indemnification
 - g) Records/Intellectual Property
 - h) Notice of Special Compliance Requirements
 - i) Proposed Project Timeline to Meet Key Dates
 - j) Cost/Pricing Proposal
 - k) Biographical Sketches for Key Personnel
 - l) 3 References
2. The proposal should be formatted as follows:
 - Paper size: 8.5 x 11 inches
 - Minimum font size: 11 point (except for footnotes, headers, or footers)
 - Ready for printing: All electronic files submitted will be pre-formatted for printing
 - Software: All electronic files submitted should be created (or fully compatible) with any of the following software suites or packages: Microsoft Office 2010, Adobe PDF.
3. The Responders were required to submit:
 - One (1) digital copy of the proposal
4. The Official Contact for the purposes of this request is:

Kecia Stauffer
The Connecticut Health Insurance Exchange D/B/A Access Health CT
280 Trumbull Street, 15th floor
Hartford, CT 06103
860-757-5315 (Phone)
kecia.stauffer@ct.gov (Email)
5. The deadline for submitting responses to this RFP is **Friday, July 25, 2014 by 5:00 pm EST.**



Connecticut's Official Health Insurance Marketplace

3) Initial RFP Screening

All applications received before the deadline are to be opened by the Official Contact and reviewed against the checklist in section (2) to determine if the application meets the initial requirements. All applications that meet the initial screening checklist requirements are eligible for further review.

4) Evaluation Team

A team of evaluators will represent Access Health CT for the vendor presentation process, as well as the proposal evaluation and scoring processes. This team is composed of Access Health CT staff. A list of evaluators will not be provided to respondents ahead of time, but the name and title of each evaluator will be announced at the beginning of each vendor presentation.

5) Vendor Presentations

Once an application is received and screened for eligibility, the Official Contact will contact each RFP respondent to schedule an oral presentation at the Access Health CT office. Per the RFP, these presentations should take place during the time period of July 28-31, 2014. Each RFP respondent will be given access to a projector and screen, as well as a VGA cord for connecting a laptop. Each RFP respondent will be allowed a maximum of 1 hour to present their response to each RFP, for a maximum of 2 hours for firms submitting a response to both RFPs, and the time allotment must be established with the Official Contact at the time of scheduling.